



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 3.11

Subject: Direct Payroll Deposit

Supersedes: DCS 3.11, 12/31/99;
PCN #60, 05/01/00

Local Policy: No
Local Procedures: No
Training Required: No

Approved by:

Effective date: 12/31/99

Revised date: 09/01/01

Application

To All Department Of Children's Services Employees.

Authority: TCA 37-5-106

Policy

Employees hired on or after July 1, 1992 shall be required to have their salaries paid through direct deposit. Full and part-time employees whose probable length of employment is 120 days or greater are required to participate.

Procedures

A. Notification

The central office directors/DCS community residential facility supervisors/ superintendents/ regional administrators or their designees must ensure that every employee is advised about the direct payroll deposit system in coordination with the DCS personnel/payroll officer(s).

B. Application process

1. Form

- a) To apply for direct payroll deposit, the employee must complete the three-part form FA-0722, *Authorization Agreement for Direct Deposit*.
- b) Employees must obtain all forms pertaining to authorization for direct payroll deposit through the central office fiscal and administrative services division.
- c) The employee must attach to the completed form (FA-0722) a blank check that bears the correct checking

account information with the word “**void**” clearly written on the check, and forward it to designated personnel or payroll staff at their work site. If the direct deposit is being deposited into a savings account or credit union account, the employee must take the form to their bank or credit union and get the form signed by an officer of that institution. The work site payroll/personnel shall forward the form and attachments to the central office payroll section of the fiscal and administrative services division.

2. Changes

To change the bank or account number designated for direct payroll deposit, an employee must complete form FA-0722, *Authorization Agreement for Direct Deposit*, indicating the letter “C” (Change) in Item 4 and send the form and a deposit slip for the newly designated account shall be forwarded to the central office payroll section of the fiscal and administrative services division.

C. Documentation

The personnel/ payroll officer or designee must:

- ◆ return copy one (white) of form FA-0722, *Authorization Agreement for Direct Deposit* to the central office division of personnel for inclusion in the employee's personnel file
- ◆ forward copy two (canary) with the deposit slip to the Department of Finance and Administration, Division of Accounts within the appropriate pay period, and
- ◆ return copy three (pink) to the employee.

D. Verification

When the Department of Finance and Administration, Division of Accounts receives the authorization form, a thirty (30) day verification period begins, during which the Department of Finance and Administration, Division of Accounts staff must generate records to automatically deposit net pay to the employee's checking account.

E. Deposit date

1. First paycheck

The employee's net paycheck must be automatically deposited to his/her checking account/savings account on the first pay day after the thirty-day verification period.

2. Subsequent paychecks

On each payday after the verification period, the employee must receive a paycheck stub that provides information on current and year-to-date earnings as well as leave balances.

F. Exceptions

The process of requesting an exemption from direct payroll deposit is as follows:

1. The employee must provide a written explanation as to why they should be exempt from direct payroll deposit.
2. The request must be submitted to central office personnel for a determination as to whether the request is reasonable.
3. All exemption requests must be approved prior to the approval of employment.
4. If the request is denied, the applicant cannot be employed.

Forms

FA-0722 Authorization Agreement for Direct Deposit

Collateral Documents

Department of Finance and Administration Policy 1 – Automatic Deposit of Paycheck for New Employees Standards